

IT INVESTMENT MANAGEMENT - SELECT PHASE (1.0)  
ACQUISITION PLAN DEVELOPMENT STAGE (1.4)

Number	Phase/Stage/Task	Process Description
1.4	Acquisition Plan Development Stage	<p><b>Entrance Criteria:</b> <i>Before entering this stage the Project Manager and Sponsor must have a <b>ITIB Decision Memorandum</b>.</i></p> <p><b>Purpose:</b> <i>The purpose of this stage is to develop an Acquisition Plan (AP) strategy. The AP ensures that the Project Manager meets the project objectives in the most efficient and effective manner. The plan addresses all technical, business, management, and other significant considerations that will control the acquisitions outcome.</i></p> <p><i>The following three activities occur in this Stage; 1) a Contracting Officer (CO) is assigned to assist the project based on requirements included in the Business Case, 2) the Acquisition Support Team (AST), and the Project Team assist the Project Manager in the development of Acquisition Plan and 3) the Project Manager completes the Acquisition Plan, in accordance with Federal Acquisition Rules (FAR), and submits it to the CO for approval.</i></p> <p><b>Exit criteria:</b> <i>Before exiting this stage the Project Manager must have received an approved <b>Acquisition Plan Approval Memorandum</b>, issued by the SCO on behalf of the Contracting Officer.</i></p>
		<p><b>Deliverables:</b>  <i>An approved Acquisition Plan  An Acquisition Plan Approval Memorandum</i></p>
		<p><b>Time Frames:</b> <i>The Project Manager and Project Team can work concurrently on the Acquisition Plan and Project Plan.</i></p>
		<p><b>Who's Involved:</b> <i>Project Manger, Contracting Officer (CO) at a State Office or National Center, Acquisition Support Team (AST), Project Team, SCO and the IMG.</i></p>

Number	Phase/Stage/Task	Process Description
		<b>References:</b>  <i>IT Investment Management Process , Version Control Number 0.99,  February 01, 2001</i>

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1.4.1	Project Manager obtains template for Acquisition Plan	<b>Purpose:</b> <i>Using a standardized Acquisition Plan template will ensure that the Project Manager addresses all of the required information and puts it in a format where the Acquisition Plan can be more easily analyzed, compared and ranked against other investment proposals.</i>
		<i>A Acquisition Plan template can be found on the System Coordination Office's web site at : <a href="http://web.blm.gov/internal/wo-570/acquisitionplan.xxx">http://web.blm.gov/internal/wo-570/acquisitionplan.xxx</a></i>
		<b>Deliverables:</b>
		<b>Time Frames:</b>
		<b>Who's Involved:</b> <i>Project Manger</i>
1.4.2	Project Manager prepares Acquisition Plan	<b>Purpose:</b> <i>The Project Manager with assistance from members of an Acquisition Support Team and the Contracting Officer prepare an Acquisition Plan to document the procurement strategy, schedule and resources required to obtain contract services or products.</i>
		<b>Deliverables:</b> <i>An Acquisition Plan that is ready for final review by the Contracting Officer.</i>
		<b>Time Frames:</b>
		<b>Who's Involved:</b> <i>Project Manger, Contracting Officer (CO) at a State Office or National Center and the Acquisition Support Team (AST), and the IMG</i>
1.4.3	Contracting Officer reviews Plan	<b>Purpose:</b> <i>To ensure that the Acquisition Plan meets all legal contracting requirements and laws.</i>
		<b>Deliverables:</b>
		<b>Time Frames:</b>
		<b>Who's Involved:</b> <i>Contracting Officer (CO) at a State Office or National Center</i>
1.4.4	Contracting Officer approves, and signs Acquisition Plan	<b>Purpose:</b> <i>This is a no/no-go decision point, has the plan adequately addressed all of the contracting issues. To ensure that there is a record of the Contracting Officer's approval, the Contracting Officer and the Project Manager must sign and date the approved plan. If the Contracting Officer rejects the Acquisition Plan the Project Manager must modify it to meet the Contracting Officer's recommendations and the process returns to 1.4.2.</i>
		<b>Deliverables:</b> <i>A signed Acquisition Plan</i>

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1.4.5	Project Manager submits Acquisition Plan to Sponsor and SCO	Time Frames:
		Who's Involved: <i>Project Manger, Contracting Officer (CO) at a State Office or National Center</i>
		Purpose: <i>To maintain communications with the Sponsor and SCO as to the acquisition strategy, as well as to notify the Sponsor and SCO that a major deliverable in the project schedule has been accomplished. The Acquisition Plan is developed to ensure that the technical services and products are acquired in the most cost efficient manner. The Acquisition Plan does not need Sponsor or SCO approval.</i>
		Deliverables:
1.4.6	Project Manager updates Acquisition Plan (as needed)	Time Frames:
		Who's Involved: <i>Project Manger, Project Sponsor</i>
		Purpose: <i>The Acquisition Plan is meant to be a dynamic document, as the acquisition strategy for obtaining products and services changes throughout the life cycle of the project, the Acquisition Plan must be continually reviewed and update. Updating of the Acquisition Plan is performed multiple times throughout the project's life cycle whenever products or services that need to be acquired.</i>
		Deliverables:
1.4.7	SCO issues <b>Acquisition Plan Approval Memorandum</b>	Time Frames:
		Who's Involved: <i>Project Manger, Contracting Officer (CO) at a State Office or National Center, Acquisition Support Team (AST), Project Team, SCO, Project Sponsor</i>
		Purpose: <i>To document that the project has been through Contracting and that the Contracting Officer has approved the acquisition strategy and plan. The Acquisition Plan Approval Memorandum serves as the exit criteria for this stage.</i>
		Deliverables: <b>Acquisition Plan Approval Memorandum</b>
1.4.7	SCO issues <b>Acquisition Plan Approval Memorandum</b>	Time Frames:
		Who's Involved: <i>Project Manger, Contracting Officer (CO) at a State Office or National Center, and the SCO</i>
		Purpose: <i>To document that the project has been through Contracting and that the Contracting Officer has approved the acquisition strategy and plan. The Acquisition Plan Approval Memorandum serves as the exit criteria for this stage.</i>
		Deliverables: <b>Acquisition Plan Approval Memorandum</b>

